

## FLEET MANAGEMENT

### BUDGET UNIT: MOTOR POOL (IBA VHS)

#### I. GENERAL PROGRAM STATEMENT

Fleet Management's Motor Pool Division operates as an internal service fund with rental rates on fleet vehicles to provide for replacement, fuel, maintenance, insurance, overhead and other operational costs. Motor Pool currently has ownership and responsibility for 1,885 automobiles, vans, pickup trucks and various specialty vehicles assigned to county departments. Activities and programs of the Motor Pool Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 1999-00</b>	<b>Budget 2000-01</b>	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>
Total Operating Expense	8,836,191	8,785,695	8,631,417	8,528,274
Total Revenue	10,474,452	9,703,000	10,779,476	10,009,521
Revenue Over/(Under) Expense	1,638,261	917,305	2,148,059	1,481,247
Budgeted Staffing		8.1		8.1
<b><u>Workload Indicators</u></b>				
Number of Vehicles in Fleet	1,671	1,650	1,885	1,850
Total Miles Driven	1,831,000	17,869,500	20,219,500	20,317,000

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **PROGRAM CHANGES**

Services and supplies increased by \$266,986. This includes a \$225,000 increase to pay for the Automated Fleet Management System, bringing a total of \$425,000 in the budget. The new system will allow more accurate tracking of costs as well as providing necessary management information regarding fleet vehicle utilization. Services and supplies also increased by \$250,021 to pay for increase in fuel and maintenance charges. Services and supplies also increased by \$55,000 to purchase modular office furniture to combine Repair and Motor Pool office staff. Services and supplies also increased \$79,112 due to inflation. These increases are offset by a decrease of \$342,147 due to the reduction in insurance premiums per Risk Management estimates. Revenues increased due to projected increase in the size of the motor fleet.

Fleet Management is planning to purchase approximately 100 vehicles totaling \$2,000,000 to replace department vehicles, which meet department replacement criteria. Also included in the equipment budget is \$30,000 to replace the department's antiquated automatic car wash and \$60,000 for the purchase of a modular office building. This building will house the Motor Pool and Repair Office to better serve customers in a "one stop shop" concept.

# FLEET MANAGEMENT

GROUP: Internal Service Group  
DEPARTMENT: Fleet Management  
FUND : Internal Services (IBA VHS)

FUNCTION: Government  
ACTIVITY: Central Motor Pool

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	546,007	305,756	313,070	-	313,070
Services and Supplies	6,014,710	5,473,225	5,552,337	187,874	5,740,211
Central Computer	5,688	78,000	6,066	-	6,066
Total Expenditure Authority	6,566,405	5,856,981	5,871,473	187,874	6,059,347
Transfers		328,714	328,714	(25,521)	303,193
Depreciation	2,065,012	2,600,000	2,165,294	-	2,165,294
Total Operating Expense	8,631,417	8,785,695	8,365,481	162,353	8,527,834
<b><u>Revenue</u></b>					
Use of Money & Property	279,943	130,000	130,000	20,000	150,000
Current Services	7,580,996	9,423,000	9,423,000	286,521	9,709,521
State, Federal or Gov't Aid	2,655	-	-	-	-
Other Revenue	2,915,882	150,000	150,000	-	150,000
Total Revenue	10,779,476	9,703,000	9,703,000	306,521	10,009,521
Revenue Over/(Under)	2,148,059	917,305	1,337,519	144,168	1,481,687
<b><u>Fixed Asset Exp</u></b>					
Struct & Improv to Structures	-	-	-	60,000	60,000
Equipment	-	-	-	30,000	30,000
Vehicles	1,585,454	3,000,000	3,000,000	(1,000,000)	2,000,000
Total Fixed Assets	1,585,454	3,000,000	3,000,000	(910,000)	2,090,000
Budgeted Staffing		8.1	8.1		8.1

## FLEET MANAGEMENT

### Total Changes Included in Board Approved Base Budget

#### Base Year Adjustments

Salaries and Benefits	7,314	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	79,112	Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	<u>(71,934)</u>	
Subtotal Base Year Appropriation	<u>14,492</u>	
Subtotal Base Year Revenue	<u>-</u>	
Subtotal Base Year Local Cost	<u>14,492</u>	

#### Mandated New Programs

Depreciation	(434,706)	Based on detailed calculations per vehicle.
Total Appropriation Change	(420,214)	
Total Revenue Change	-	
Total Change	420,214	
Total 2000-01 Appropriation	8,785,695	
Total 2000-01 Revenue	9,703,000	
Total 2000-01 Revenue Over (Under)	917,305	
Total Base Budget Appropriation	8,365,481	
Total Base Budget Revenue	9,703,000	
Total Base Budget Revenue Over/(Under)	1,337,519	

### Board Approved Changes to Base Budget

Services and Supplies	225,000	Purchase of Automated Fleet Management System - increase of \$225,000, total in budget \$425,000
	55,000	Purchase modular office to combine Repair and Motor Pool office staff.
	(342,147)	Decrease in insurance premiums per Risk Management estimates.
	250,021	Increase in fuel and maintenance charges.
	<u>187,874</u>	
Transfers	(25,521)	Transfers represent Admin. Support paid to Garage/Warehouse - decrease is due to the Safety Specialist going to Risk Mgmt
Total Operating Expense	<u>162,353</u>	
Use of Money & Property	20,000	Estimated increase in interest earned
Current Services	286,521	Reimbursement of cost of fuel and maintenance services
Total Revenue	<u>306,521</u>	
Revenue Over/(Under)	<u>144,168</u>	
Fixed Asset Exp		
Struc & Improv.	60,000	Modular office building for Repair and Motor Pool staff
Equipment	30,000	Automatic car wash
Vehicles	(1,000,000)	Reduced to projected replacement of depreciated fleet vehicles next year
Total Fixed Asset	<u>(910,000)</u>	